

Campus Path: Student Information | Student Locator**First Steps Referral Process:**

First Steps is Kentucky's early intervention program that provides services to families with children, age's birth to 3 who have developmental disabilities. This program receives federal funds under the Infants and Toddlers section in Part C of the Individuals with Disabilities Education Act (IDEA). The IDEA also funds programs for preschool and school age children ages 3 through 21 with disabilities under Part B of the Act.

Enroll the student at the school that they will or would attend if they qualify for services

- Student Information | Student Locator
- Enter appropriate search criteria, at minimum first name, last name and gender
- Click on Search for Student

Student Locator**Student Search**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered i enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Cr SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name <input type="text" value="doe"/> First Name <input type="text" value="jane"/> Gender <input type="text" value="F"/> Birth Date <input type="text" value=""/> Middle Name <input type="text" value=""/> SSN # <input type="text" value=""/> State ID <input type="text" value=""/> <input type="button" value="Search-->"/>	<table border="1"> <thead> <tr> <th>Name</th> <th>State ID</th> <th>Gender</th> <th>Birth Date</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>DOE, JANE</td> <td></td> <td>F</td> <td></td> <td>100</td> </tr> <tr> <td>DOE, JOHN</td> <td></td> <td>F</td> <td>08/28/1964</td> <td>67</td> </tr> <tr> <td>Dew, Jeanne Marie</td> <td>1949321671</td> <td>F</td> <td>11/22/1991</td> <td>33</td> </tr> <tr> <td>Diaz, Juana Ibeth</td> <td>1940719840</td> <td>F</td> <td>08/28/1994</td> <td>33</td> </tr> </tbody> </table>	Name	State ID	Gender	Birth Date	%	DOE, JANE		F		100	DOE, JOHN		F	08/28/1964	67	Dew, Jeanne Marie	1949321671	F	11/22/1991	33	Diaz, Juana Ibeth	1940719840	F	08/28/1994	33
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- Student will most likely not show up in the locator, if not select 'Create New Student'
- This process will create a new State ID for the child

Identity Info			
*Last Name <input type="text" value="Newton"/>	*First Name <input type="text" value="Windy"/>	Middle Name <input type="text" value=""/>	Suffix <input type="text" value=""/>
*Gender <input type="text" value="Female"/>	*Birth Date <input type="text" value=""/>	Soc Sec Number <input type="text" value=""/>	
Race/Ethnicity			
*Is the individual Hispanic/Latino? <input type="text" value=""/>			
*Is the individual from one or more of these races? (check all that apply)			
<input type="checkbox"/> American Indian or Alaska Native			
<input type="checkbox"/> Asian			
<input type="checkbox"/> Black or African American			
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
<input type="checkbox"/> White			
*State Race/Ethnicity <input type="text" value=""/>			
Race/Ethnicity Determination <input type="text" value=""/>			

- Enter the required data elements
 - Last Name
 - First Name
 - Gender
 - Birth Date
 - Race/Ethnicity

General Enrollment Information

Calendar: 11-12 GIRDLER ELEMENTARY SCHOOL

Schedule (read only): Main

*Grade: 02

Class Rank Exclude: ☐

*Start Date: 8/10/2011

No Show: ☐

End Date:

End Action:

*Service Type: N: Special Ed Services

*Start Status: E01: First enrollment of the year

End Status:

- **Calendar** will default to current school calendar
- **Schedule:** If the school only has one schedule structure called Main, assign the students to that schedule structure. If the school had multiple structures, the student's must be assigned to one schedule designated for preschool students.
- **Grade:** 95-Infant; 96-1 year old; 97-2 year old; 98-3 year old; 99-4 year old, this *age is the student's age as of the October 1st*.
- **Start Date:** Enter the date the student will be evaluated, this date may change later as to the date services begin.
- **Start Status:** Select E01: First enrollment of the year
- **Enrollment Status:** Select N: Special Ed Services Only
- **Save**

Student Information > General > Enrollment Tab > State Reporting Section

- ***Note* Do not Select the State Exclude check box**

State Reporting Fields

State Exclude: ☐

- Student Information | General | Enrollment Tab | Special Education Section
- Enter student's Part C ID

PartC ID:

- Upon Consent from Parent
- Student Information | Special Education | Documents Tab
- Complete Conference Summary | Eligibility / Continued Eligibility Editor

Eligibility/Continued Eligibility

☐ Do Not Print

OPTIONS/ACTIONS CONSIDERED AND REASONS FOR THE DECISIONS: Complete all applicable sections based on the purpose of the meeting. Explain why the ARC proposes or refuses to take action, providing documentation for the reasons for those decisions in the sections below, in the notes section, and through appropriate attachments.

Eligibility/Continued Eligibility: Document the ARC decision regarding the determination of the student's eligibility for special education and related services and reasons for the decision on the appropriate Eligibility Determination form(s).
(Note: For Multiple Disabilities, complete a separate form for each underlying disability category.)

***Date of Eligibility Determination** Student does not have an educational disability requiring special education and related services. ☐

Primary Disability

For students identified as Multiple Disabilities document the underlying disabilities below:

Underlying Disability (A)

Underlying Disability (B)

Underlying Disability (C)

Underlying Disability (D)

Notes:

- Change Enrollment Start Date to reflect the date the student begins receiving services, i.e., the start date of the KYIEP
- Deselect State Exclude Option

If student is found 'Not Eligible', end date the enrollment, as of the evaluation date OR the start date of enrollment and end status = C01. Then mark the student's Special Education Status as N: Not Eligible. This should also be documented on the Conference Summary.